



# KCJIS NEWS

FEBRUARY 2014

## REMOTE TWO-FINGERPRINT IDENTIFICATION

BY: ELY MEZA—KBI

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The Kansas Bureau of Investigation (KBI) has put in place the back-end technology (hardware and software) to allow the acceptance and processing of two-fingerprint identification records submitted to the KBI AFIS and forward them to search the Federal Bureau of Investigation's Next Generation Identification (NGI) Repository for Individuals of Special Concern (RISC).

The front-end technology will consist of the MorphoTrak. The plan is to replace the old RapID hand held devices with the MorphoTrak units. The MorphoTrak units will allow the officer to capture the two index fingerprints, then transfer the fingerprint records to a laptop via USB or Bluetooth connection.

The laptop will require the MorphoMobile software package provided by the KBI to be able to submit the fingerprint records to the KBI AFIS. The laptops used to interface with the MorphoTrak units will require secured connection to the KBI.

As part of a pilot project, the KBI has purchased thirty MorphoTrak units that have been assigned to a group of Kansas law enforcement agencies that have been using the RapID units for the last few years. Currently, the KBI is working with the agencies participating in the pilot project to have their assigned MorphoTrak units configured and tested with the KBI AFIS and the FBI RISC.

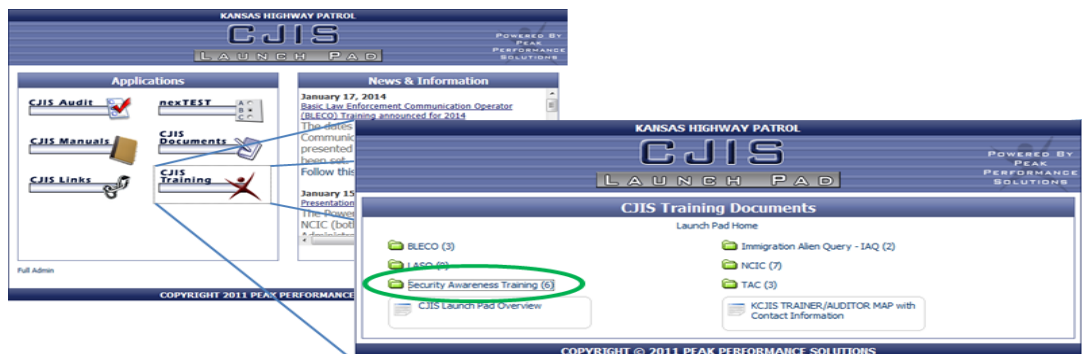
Once the agencies participating in the pilot project have successfully tested their units and are accessing the KBI AFIS and the FBI RISC, additional information will be provided to other agencies interested in using the two-fingerprint identification technology. The information provided to the agencies will include the KBI procedure describing the steps to successfully access their KBI AFIS/FBI RISC using the two-fingerprint identification units.

**For questions regarding access to the KBI AFIS and the FBI RISC using the two-fingerprint identification technology, contact Ely Meza at (785) 296-8254 or [ely.meza@kbi.state.ks.us](mailto:ely.meza@kbi.state.ks.us).**

## NEW SECURITY AWARENESS MATERIALS NOW ON KHP CJIS LAUNCH PAD!

BY: DON CATHEY—KHP

The Kansas Highway Patrol CJIS technical audit staff have created a new set of materials for KCJIS compliant security awareness training. It is located inside the CJIS Training folder.



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## NEW SECURITY AWARENESS MATERIALS NOW ON KHP CJIS LAUNCH PAD! (CONTINUED)

BY: DON CATHEY

New information includes a link to a Federal Trade Commission (FTC) website filled with informative security information that is useful for all computer users, at work or home.

The latest Security Awareness presentation is designed to meet the requirements of the CJIS policy and is available in 3 formats:

1. Microsoft PowerPoint
2. Adobe pdf that includes notes on some slides.
3. Adobe Presenter that uses Flash to give an interactive experience.

The interactive presenter has test questions built in and provides a way to print its own certificate when completed. It can be used with or without the nexTEST testing engine.

Viewing the PowerPoint, reading the pdf, or playing the presenter should prepare KCJIS users to take the nexTEST CJIS Security & Awareness Test.



The nexTEST CJIS Security & Awareness Test has changed a bit, too. It now has a pool of questions to draw from so every test may have a different combination of 20 questions. nexTEST scores the test, provides a certificate for printing, and updates each user's certification for the agency LASO to easily track this important requirement.

Go to <https://cjisaudit.khp.ks.gov/launchpad/> to check it all out!

## KANSAS INCIDENT BASED REPORTING SYSTEM: DATA SUBMISSION DEADLINES FOR 2014

BY: JANELL ZEILER—KBI

The Incident Based Reporting Unit at the KBI has released the 2014 deadline schedule for submitting Kansas Standard Offense and Arrest data to the KBI. These dates also represent the deadline for submitting the *Law Enforcement Officers Killed and Assault (LEOKA) report*, *Supplemental Homicide Reports* and the *Zero Report*.

April 11, 2014:	First Quarter deadline. Submit January - March 2014 data to the KBI headquarters.
July 11, 2014:	Mid-Year deadline. Submit January - June 2014 data to the KBI headquarters. Data submitted by this deadline will be included in semi-annual statistic reports.
October 10, 2014:	Third Quarter deadline. Submit July - September 2014 data to the KBI headquarters.
January 15, 2015:	Fourth Quarter deadline. Submit January - December 2014 data to the KBI headquarters. Data submitted by this deadline will be included in the FBI <i>Crime in the United States</i> publication and other annual statistic reports.

**FROM THE DNA DATABANK****BY: JOHN GAUNTT—KBI**

As we launch into 2014, we wanted to thank all of the agencies for sending DNA Databank samples this past year. We received 12,115 samples: 82 percent from arrestees; 12 percent from convicted offenders; and 6 percent were collected from registered offenders. Databank samples were linked by the Combined DNA Index System (CODIS) to 300 unsolved cases from Kansas and 19 other states, consisting of homicide, sexual assaults, and burglaries.

The effectiveness of the DNA Databank is graded on a couple variables. Kansas statute, K.S.A. 21-2511, has been unchanged for several years describing the collection of a sample from qualifying arrestees, convicted offenders, and from all registered offenders. Agencies should follow-up and collect DNA during the booking process, within ten days of sentencing, or upon contact with a registered offender.

The other variable in play comes from crime scene evidence. Kansas law enforcement officers should search out and collect items that would yield biological evidence from crime scenes. Biological evidence includes blood, seminal fluid, items that have been in contact with the mouth, and articles brought to and left behind by the suspect such as clothing items and tools. This evidence should be carefully packaged and preserved for submission to the laboratory. If a sufficient DNA profile is found on the evidence, it would be imported to CODIS for comparison to the Database of offender samples.

The what-if's is the unknown. The likelihood that any particular offender would leave biological evidence at a crime scene is debatable; however, we would never know unless the crime scene is thoroughly checked for biological evidence.

For example, a deputy sheriff arrested an adult male for a felony drug offense. The arrestee was disruptive in the detention center and was not booked in entirety. He bonded out of the facility before a DNA sample could be collected.

For several days before his arrest, area law enforcement agencies had investigated several burglaries of vehicles and storage facilities. During the crime scene examinations, officers swabbed blood drops, collected cigarette butts, and found a stocking cap, a pry tool, and a small flashlight.



What if the arrestee had committed all of these burglaries? The opportunity to collect a DNA sample had literally slipped through the cracks. Maybe the crime scene officers collected fingerprints at a couple scenes. Perhaps in these cases, the officers did not feel competent to collect prints and were only looking to collect DNA type evidence.

Law enforcement officers are counting on the booking centers to collect DNA from eligible arrestees. They know that a significant percentage of felony arrestees would not be convicted of a felony. Some arrestees will not be charged; others are charged but with a lesser offense; and still others plea to a non-qualifying crime. If you believe that the court will collect the offender's DNA upon conviction, you could be wrong. And you would also be missing the intent of the DNA Databank statute. The arrestee's booking process is the only sure opportunity to collect DNA for the Databank. Everything else is a risk.

Collecting the sample during the booking process ensures the arrestee's DNA will be compared to unsolved crimes from years past, and unsolved crimes in the future. The booking center has done its job. Law enforcement thanks you. The public's expectation is answered. And that one DNA sample collected from an arrestee could solve a homicide!



## RAPID: REPORT AND POLICE IMPAIRED DRIVERS

BY: JOE MANDALA—KBI

The last quarter of 2013 involved much activity for the RAPID project. The Information Exchange Packet Documentation (IEPD) for the court interface for disposition reporting was completed and distributed to the courts. Testing is planned for the second quarter in 2014. Getting the IEPD at this early point was critical to giving the courts time to ramp up development of their own side of the interface.

If your court or your vendor would like to receive a copy of the IEPD, please send a request to Leslie Moore at [leslie.moore@kbi.state.ks.us](mailto:leslie.moore@kbi.state.ks.us). Planning the next phase of the project – the computerized criminal history (CCH) and court integration – started in this quarter as well. The test plan was completed, and we are well positioned to begin the CCH integrations in the first quarter of 2014.

Final design of the new KCJIS web portal was also completed. While relatively incidental to the RAPID project, this piece is critical to the delivery of the application once complete. It will result in a much more efficient and well organized web portal for KCJIS and its users.

Finally, the core components which had been designed in the first quarter and developed in the third quarter of 2013 were tested and deployed. This includes the framework for the application as it will exist on the KCJIS web portal, the back-end processing for filings and dispositions, and the many different pieces of the system which will enable integration of additional data sources.



## INTERPOL DATA NOW AVAILABLE THROUGH N-DEX

BY: CAPTAIN RANDY D. MOON—KANSAS CJIS SYSTEMS OFFICER

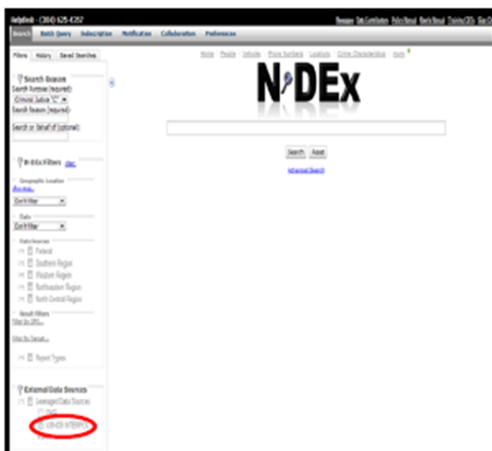
In an ongoing effort to enhance information sharing capabilities for the criminal justice community, N-DEx has partnered with INTERPOL Washington, the United States National Central Bureau (USNCB), the United States' designated representative to the International Criminal Police Organization (INTERPOL).

INTERPOL is an international organization whose mission is to facilitate the exchange of police information and promote cooperation and assistance between law enforcement authorities of its 190 member countries, including the United States.

N-DEx users can now access international data stored by INTERPOL by conducting structured searches on full names, dates of birth, vehicle information, and passport information.

N-DEx users can now view over 47 million INTERPOL records. These include 154,787 nominal records (e.g., terrorists, wanted subjects, gang members, missing persons, sex offenders); 7,287,497 stolen vehicle records; and 38,936,639 stolen/lost travel documents such as visas, passports, and various types of identity cards.

As shown in the graphic, access to these records can be located in the **External Data Sources** section of the N-DEx filters. Any basic search can include INTERPOL records through the clicking of the "USNCB Interpol Wash" check box. Results of these searches will be displayed as a separate result set from standard N-DEx results. A separate screen will appear requiring the user to agree to INTERPOL requirements and restrictions prior to accessing the record.



**Only users who directly access the N-DEx portal  
will have access to the new option.**

N-DEx is excited to partner with the USNCB and provide the nation's criminal justice agencies with an enhancement that increases both the efficiency and value of the system, while enabling users to more finely tune their searches.

N-DEx is the national leader in enhancing public safety and reducing crime through effective information sharing, and provides local, state, tribal, and federal criminal justice agencies with a mechanism for searching, linking, analyzing, sharing, and collaborating on criminal justice information to a degree never before possible.

For more information about N-DEx,

email [ajohnson@khp.ks.gov](mailto:ajohnson@khp.ks.gov) or call: 785-296-5981

## NEWS FROM THE KBI HELP DESK

BY: JAVIER BARAJAS—KBI

### Recap of KCJIS User Group Meeting



- Concerns with the KDOR Vehicle project were expressed by many attendees. Most were quality assurance and officer safety concerns. The KBI Project Manager was able to attend and field questions and concerns. Here are a few highlights:
  - Tribal Data – Each tribe submits vehicle registration information differently. KCJIS does not have influence of how or when they send their vehicle registration information. Some are sent weekly, or monthly. They are also being sent by USPS Mail, e-mail, spreadsheet or PDF's. Currently, tribes do not submit in one set standard. This is an obstacle for all States and is not limited to Kansas or KCJIS
  - Reregistered Tags – will return historical and current registrations unless you submit the year.
  - Vehicle Color – In order for more records to have the color included in the search and add more value to the color field, KCJIS users are encouraged to contact their county treasurer's office and ask them to enter the vehicle color on all registrations, not just new ones.
  - Format VIN function – will decode the VIN number you provide and auto populate Make, Model and Style in the OpenFox Messenger Software. When entering a VIN with OpenFox Messenger, users are encouraged to hit Ctl – F, or right click the VIN field and select 'Format VIN'. This will avoid mistakes such as a VIN issued to a Ford Mustang but entered into NCIC as a Chevrolet Chevette. Software behavior other than Messenger may vary and can be adjusted by the software vendor.
  - Tips:
    - When running a vehicle registration by address, only use the house number and street name. Do not put 'Road', 'Street', 'Avenue', etc., because we don't know how the address was entered. i.e. 'Road' or 'Rd'.
    - When running a vehicle registration just use the first five digits in the Zip Code field. They can be entered with a dash, no dash, or, not at all.
- A question was asked why NCIC was not accepting a VIN less than 17-characters. According to the NCIC 2000 Operating Manual, Vehicle File page 8, the following string is in the MIS Miscellaneous section. "SVIN must be entered in MIS field if the VIN is a state-assigned or nonconforming 17-character VIN". SVIN must be the first item in the MIS field.
- Can the Name field for NCIC MKE's be increased in length? The KBI Help Desk does not have the flexibility to change the fields for NCIC message keys. We contacted our NCIC Policy Unit person and found the following:
  - *In 2002, the APB approved a motion to increase the length of the NCIC Name Field to 40 characters. The APB also approved a motion that entry and inquiry guidelines for name search be established by the FBI and that all agencies use these guidelines. The APB also went on to approve a motion that the FBI publish a set of guidelines for mapping between the single name field and systems where the sub-elements of a name are stored in separate fields.*
  - *Currently, the FBI CJIS Division is in the process of doing a Field Study for the Name field. The Field Study will be a part of the next generation of NCIC, which is scheduled for 2020.*
- At the January meeting we had a presentation on Gangs by Cpl. Ruben Salamanca from the Special Operations / Narcotics Unit of the Topeka Police Department.

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**NEWS FROM THE KBI HELP DESK (CONTINUED)****BY: JAVIER BARAJAS—KBI**

- The KCJIS User Group meets once a month at the KBI headquarters building in Topeka, KS.
- 2014 Meeting dates set so far are:
  - March 6<sup>th</sup> 1PM to 3PM
  - April 3<sup>rd</sup> 1PM to 3PM
  - May 1<sup>st</sup> 1PM to 3PM

**Kansas Misdemeanor Warrant Validations**

Why can't I view the validation list for another agency that I have an ORI User Agreement with? You may have noticed that some users within your agency were able to view the list, but others were not. What is actually happening is the validation list is not viewable by new users who were entered into KACIS manually. Those who can view the validation lists were added into the old CIS database. Then, when KACIS was deployed in 2011 those 'CIS users' were migrated into KACIS. Until a fix is in place we ask those new users, who are entered into KACIS manually, to e-mail the KBI Help Desk and request a validation list for their agency.



This is a final reminder of Microsoft Windows XP and Office 2003 support ending April 8, 2014. If your agency has not upgraded to a newer version of Windows and MS Office your station will no longer receive support. Click the following link for more information directly from Microsoft. <http://www.microsoft.com/en-us/windows/enterprise/endofsupport.aspx>

**KIBRS Solution for Windows 7**

Several agencies have the CJIS Law Application installed on Windows 7 operating systems. The KBI Help Desk is aware of the CJIS Law Application running well with the following:

- Windows 7 (32-bit)

The KBI HelpDesk is currently testing the law application using Office 2007 and Office 2010. More information will be released after testing has been completed.

The KIBRS Gateway is installed and running well on the following:

- Windows 7 (32-bit)
- Windows Server 2000 (virtual)

There are known issues with the CJIS Law Application and KIBRS Gateway interfacing with the following:

- Windows 7 (64-bit)
- Windows Server 2008 Enterprise Edition (64-bit).

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**NEWS FROM THE KBI HELP DESK (CONTINUED)****BY: JAVIER BARAJAS—KBI****KCJIS Web Portal User Administration**

A few agencies have asked about the User Administration option on the KCJIS Web Portal. When a Terminal Agency Coordinator (TAC) is setting up a user for KCJIS Web Portal access, the KCJIS System Administration screen is used. To get to this screen the TAC will click the Admin menu along the top of the KCJIS Web Portal. Select a user to modify in the list of users and click the Modify button. The screen shot below displays the section where the User Administration option is located.

**ORI Administration Services**☐ **Adjutant General Administration**

Admin Services for Adjutant General Applications

☐ **Audit Logs**

TACs and system administrators may view audit logs of portal users' access. TACs can only audit their agency users.

☐ **User Administration**

This service will permit TACs to modify its agency users' services, such as access to BOLO, warrant, state criminal history information, and others.

When the User Administration box is checked, the user has the ability to change BOLO, Warrant, State CCH and other Web Portal permissions for all users within the agency. This ability is reserved for only a TAC at an agency. If you are a TAC, please make sure you are checking this box off ONLY for another TAC.



**KCJIS Conference  
June 1-3, 2014  
Ramada Inn Hotel  
Hutchinson, KS**



## **Kansas Criminal Justice Information System**

**Planning is underway!  
Scheduling and Content TBA  
soon.**



**KCJIS Committee seeks your  
input! Submit topics, presenters  
and other suggestions to  
[Gordon.lansford@ks.gov](mailto:Gordon.lansford@ks.gov)**

**OFFENDER REGISTRATION Q AND A****BY: KATELYN FOXHOVEN – KBI**

**Q:** How do you list an incarceration facility in the address section of a Kansas Offender Registration Form?

**A:** When filling out the address section of a Kansas Offender Registration Form to show that an offender is incarcerated, please list the name of the incarceration facility in addition to the address of the facility. Failure to include the name of the facility may result in an offender's address appearing as a physical address and not an incarceration facility.

**Q:** How does a registered offender obtain a registered offender Kansas driver's license or Kansas ID Card ?

**A:** The following instructions will guide you through the process. Please keep in mind that the registered offender's legal name, date of birth, Social Security Number, and Kansas driver's license or Kansas ID number must match the records at the KBI and the record in the Kansas Department of Revenue (KDOR) database. If these fields do not match, then it may result in the registered offender being placed on the "No Match" list. The registered offender will not be able to obtain a registered offender Kansas driver's license or Kansas ID until one of the records is corrected so that all fields match.

**Registered Offender currently HAS Kansas driver's license/Kansas ID**

1. The registered offender reports a Kansas driver's license or Kansas ID number (K Number) on a Kansas Offender Registration Form at the registering law enforcement agency.
2. The registering law enforcement agency forwards the Kansas Offender Registration Form to the KBI for entry into KsORT.
3. KBI enters the registered offender Kansas driver's license or Kansas ID number (K number) into KsORT from the received Kansas Offender Registration Form. After 48 hours of the K Number's entry into KsORT, the registered offender may obtain their registered offender Kansas driver's license or Kansas ID at a "full service" DMV provided the information between the KBI and KDOR databases match. If the information does not match, the offender will need to correct the information with either the KBI or KDOR.

**Registered Offender does NOT have Kansas driver's license/Kansas ID**

1. The registered offender visits a "full service" DMV to receive Kansas driver's license or Kansas ID number (K number).
2. The registered offender reports Kansas driver's license or Kansas ID number (K Number) on a Kansas Offender Registration Form at the registering law enforcement agency.
3. The registering law enforcement agency forwards the Kansas Offender Registration Form to the KBI for entry into KsORT.
4. KBI enters the registered offender Kansas driver's license or Kansas ID number (K number) into KsORT from the received Kansas Offender Registration Form. After 48 hours of the K Number's entry into KsORT, the registered offender may obtain their registered offender Kansas driver's license or Kansas ID at a "full service" DMV provided the information between the KBI and KDOR databases match. If the information does not match, the offender will need to correct the information with either the KBI or KDOR.





**2014 TRAINING AT KBI HEADQUARTERS**  
**MARCH 24 - 28 AND OCTOBER 13 - 17**  
**BY: TINA ORTEGA—KBI**

The Field Support Team from the KBI is beginning the 2014 Training Calendar in Topeka, Kansas. To attend the training please register with the contact listed below. When registering please include the following information: specify date, class, morning or afternoon, and how many from your agency will be attending. Also, please provide an email or phone number for follow-up confirmation. Register early as seating is limited!

Please register with the KBI receptionist at [frontdesk-annex@kbi.state.ks.us](mailto:frontdesk-annex@kbi.state.ks.us) or 785-296-7404.

***Topeka – Hosted by the Kansas Bureau of Investigation***

1620 SW Tyler

Topeka, Kansas 66612

**Tuesday – March 25<sup>th</sup> and October 14<sup>th</sup>**

<u>KBI Auditorium</u>	<u>KBI Training Room</u>	<u>Time</u>
Offender Registration	10 Print Identification	8:30am – noon
Criminal History Records	KIBRS	1:00pm – 4:30pm

**Wednesday – March 26<sup>th</sup> and October 15<sup>th</sup>**

<u>KBI Auditorium</u>	<u>KBI Training Room</u>	<u>Time</u>
Criminal History Records	DNA Databank	8:30am – noon
Offender Registration	10 Print Identification	1:00pm – 4:30pm

**Thursday – March 27<sup>th</sup> and October 16<sup>th</sup>**

<u>KBI Auditorium</u>	<u>KBI Training Room</u>	<u>Time</u>
KIBRS	DNA Databank	8:30am – noon
	Central Message Switch	1:00pm – 4:30pm

*The Auditorium is located in the KBI headquarters.*

*The Training Room is located in the Annex building.*

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**2014 TRAINING AT KBI HEADQUARTERS**  
**MARCH 24 - 28 AND OCTOBER 13 - 17 (CONTINUED)**  
**BY: TINA ORTEGA-KBI**

### **Class Synopsis**

#### **10 Print Fingerprint Identification**

This instruction will include how to take and submit tenprint arrest/bookings records, mug shots, and palmprints; proper use of livescan; civil fingerprinting procedures; two-finger capture devices; access to the KBI's fingerprint archive; correcting errors; and understanding AFIS reports. Practical exercises in the techniques of fingerprinting will also be included. Target Audience: anyone who takes tenprint and palmprint images for the submission of an arrest or applicant fingerprint card via livescan or hard card. This includes court personnel who fingerprint for convicted summons.

#### **Criminal History Records**

This class will cover the reporting requirements for Kansas adult and juvenile disposition reports (KADR, & KJDR). We will cover the laws and regulations governing operation, obligations of local agencies to submit records, instructions for completion of the KDR's, accessing criminal history data and the use and dissemination of criminal histories in the form of rap sheets. Target Audience: Records clerks, Municipal and District Court clerks, law enforcement and criminal justice personnel completing fingerprint cards and/or Kansas disposition reports.

#### **DNA Databank**

This session will cover the DNA Databank's purpose to provide law enforcement with a DNA related lead on unsolved crimes. Since 1992, DNA samples have been collected from Kansas offenders and imported into CODIS. In 2007, the program was expanded to include qualifying arrestees processed at booking centers. This class will provide a comprehensive view of the Databank, how a DNA sample is collected by booking centers and by criminal justice agencies that have taken a qualifying juvenile offender into custody. Since the Databank is a tool for law enforcement agencies with unsolved crimes that have no suspect, we will also cover Biology casework evidence submissions and a review of other services available at the KBI forensic labs. Target audience: booking center officers, corrections officers, law enforcement officers, as well as both adult and juvenile court service officers.

#### **Kansas Incident Based Reporting System**

The Kansas Incident-Based Reporting System (KIBRS) class will cover how to complete the required standard reports. Discussion of common errors as well as concerns with requirements will be included. The class will also cover recent and future changes to KIBRS, to include the new auditing program. Agencies desiring electronic submission are encouraged to attend. Target Audience: Any personnel who complete offense and arrest reports, check accuracy, and/or submit reports to KBI.

#### **Offender Registration**

This training provides an overview of the current Kansas Offender Registration Act. The focus of training includes the duties of all registering entities and offenders. Additionally, you will learn about KsORT (Kansas Offender Registration Tool), the KBI's new offender registration database and all it has to offer. NCIC training will not be provided by the KBI Offender Registration Unit. Please contact Kansas Highway Patrol in regards to NCIC matters. Target Audience: Individuals with the primary responsibility of registering offenders such as: Kansas sheriffs' offices, county jails, Kansas Department of Corrections, and Juvenile Justice Authority.

#### **Central Message Switch**

This training provides an overview of the tools available to users and Terminal Agency Coordinators (TACs) to access and navigate the KCJIS Central Message Switch. The focus of this training will be on KACIS, OpenFox Messenger, OpenFox Configurator, and OpenFox Archive & Retrieval. The session will begin with a one hour session to review the basics of navigating through OpenFox Messenger, changing preferences, and locating forms and messages. The next hour will be devoted to OpenFox Archive & Retrieval, running quick searches, running detailed index searches, interpreting results, and printing reports. The last hour will cover the process of adding new users into the KACIS application, reports available in KACIS, and assigning message keys through Security Roles in OpenFox Configurator. Class participants are encouraged to bring their RSA SecurID tokens if they wish to do testing during the class. Target Audience: the first two hours are for any KCJIS user who uses OpenFox. The last hour is tailored for agency TACs.

## WINDOWS XP OPERATING SYSTEM ISSUE

BY: ELY MEZA

As a friendly reminder to agencies using AFIS workstations to access the KBI AFIS, Microsoft will be ending support for the Windows XP on April 8, 2014, and any workstation using Windows XP after this date will not be allowed access to the KBI AFIS. This is in accordance to the KCJIS policy and for security reasons.

Please contact Ely Meza at (785) 296-8254 or [ely.meza@kbi.state.ks.us](mailto:ely.meza@kbi.state.ks.us), if you have any questions.

## IMPORTANT! IN THE NEXT ISSUE OF THE KCJIS NEWSLETTER

There will be additional information regarding background check requirements for KCJIS. For immediate assistance please link directly to an online copy of the **2014 KCJIS Policies and Procedures** at:

[http://www.kslawenforcementinfo.com/uploads/3/0/3/2/3032106/kcjis\\_security\\_policy\\_v5\\_2\\_12-09-2013\\_final.pdf](http://www.kslawenforcementinfo.com/uploads/3/0/3/2/3032106/kcjis_security_policy_v5_2_12-09-2013_final.pdf)

Please refer to **Section 5.12, Personnel Security**. The same section is included in all three parts (Part One, Part Two, and Part Three) of the document. If you have further questions regarding background check requirements please contact KHP Headquarters at 785-296-6800 and ask for the **CJIS Unit**.

## KCJIS NEWSLETTER

### POINT OF CONTACT CHANGE

Thank you for contributing articles and reading the newsletter!  
Please see the information below regarding the new point of contact for the KCJIS Newsletter.



**KBI**

Katelyn Foxhoven  
1620 SW Tyler  
Topeka, KS 66612

Phone: 785-296-0719

Email: [katelyn.foxhoven@kbi.state.ks.us](mailto:katelyn.foxhoven@kbi.state.ks.us)

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